

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 32-7001**



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Civil Engineer

**WORK PLACE HAZARDOUS MATERIAL
(HAZMAT) MANAGEMENT**

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This publication implements Air Force Policy Directive (AFPD) 32-70, *Environmental Quality*, 29 CFR 1910.1200, *Hazard Communication*, and extends the guidance of Air Force Instruction (AFI) 32-7086, *Hazardous Material Management*, Eglin Supplement 1. It provides guidance and procedures for handling hazardous materials. It applies to all assigned 919th Special Operations Wing (919 SOW) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revised instructions includes updates many of the roles and responsibilities for HAZMAT management, replaces the HAZMAT Pharmacy terminology with the installation HAZMAT management program, and revises the HAZMAT authorization and tracking requirements.

1. General:

1.1. A hazardous material (HAZMAT) Issue Point (IP), has been established to support all units assigned to the 919 SOW. The 919 SOW Hazardous Material Issue Point (IP53), is located in building 3032. All Air Force (AF) Forms 3952, *Chemical Hazardous Material Request Authorization*, will be processed and all hazardous materials will be ordered, stored, issued, tracked, and reported by IP53.

1.2. The 919th Mission Support Group, (919 MSG), Environmental Manager (EM) will provide support for all environmental issues concerning 919 SOW. EM will support the IP53 personnel on an as-needed basis.

1.3. The point of contact for hazardous material issue concerns is the 919 SOW Issue Point Manager (IPM).

1.4. The point of contact for all other Environmental concerns to include all waste is 919 MSG/EM.

1.5. Hazardous materials used in direct support of the C-145 mission will be ordered by the Sierra Nevada Corporation, (SNC), logistics office and items requiring usage by Air Force personnel will be transferred to IP53 for input into the hazardous material management database.

2. The Issue Point Manager's (IPM), Responsibilities:

2.1. Keeps EM informed on all IP53 hazardous material management matters and represents the commander on such matters as directed.

2.2. Ensure procedures are developed, implemented, and maintained to comply with the guidelines outlined in the Eglin Air Force Base (AFB) Hazardous Material Management Program.

2.2.1. Maintain a working knowledge of the designated tracking and control computer system.

2.2.2. Train all 919 SOW personnel as required on IP procedures.

2.2.3. Develop and implement support procedures for all 919 SOW organizations.

2.2.4. Ensure that ordering schedules are in accordance with minimum on-going usage requirements, to include shelf-life expirations.

2.2.5. Ensure that quantities on hand are the minimum levels, which adequately support the work center requirements.

3. Issue Point Responsibilities:

3.1. Load data and operate the computer system designed to track hazardous material usage.

3.2. Establish and maintain an off-line control and tracking system (post-post log).

3.2.1. Update hazardous materials tracking system at the next earlier opportunity from post-post log to ensure accuracy of all tracking and reporting requirements.

3.3. Add or update status of users in each zone when in-processing/out-processing personnel and after being notified by the work center (zone) supervisor of any personnel re-alignment.

3.4. Insures minimum quantities of items are on hand to ensure mission capabilities.

3.5.1. Ensures zone has copy of final approved request for the zones documentation requirements.

4. Policies and Procedures:

4.1. Hazardous Materials will be issued out for no more than thirty days in shop kits only. At that point materials must be re-inventoried through Hazardous Material Management System (HMMS). Single item issues must be returned at the end of each workday.

4.2. The IP will run an in-use report when asked to do so for individual shops, to ensure user compliance of monthly and daily rule.

4.3. The first duty day or upon computer availability, IP53 personnel will process all entries into the database from post-post log.

5. After Hours Issue Procedures:

5.1. Only production supervisors are authorized to issue HAZMATs for mid and swing shifts along with weekends using the post-post procedures. IP personnel will provide training to the production supervisors in the use of the post-post procedures for issuing of HAZMAT.

5.2. Production supervisors will check the assigned personnel listing and Authorized Users List (AUL) to verify authorization of requested materials and only issue items that are authorized. Post-post log will be used to return items to the IP also.

6. Hazardous Material Kit Issue and Restocking Procedures:

6.1. Work Center kits are required for all shops to complete daily routine maintenance requirement needs, IPM will assign each work center with a kit title and identification number.

6.2. The Work Center personnel establish minimum quantities required to support the workload. The kit quantities shall not exceed an amount sufficient to support a monthly requirement.

6.2.1. The work center requesting a new kit will provide a metal box for storage and transportation that can be secured in a way to prevent spillage and/or breakage. Storage compatibility must be considered when determining kit requirements.

6.3. IP53 will reconcile the entire kit monthly.

6.3.1. The kits will be reconciled NLT 1200, Thursday on the following monthly schedule. No kits will be reconciled on Fridays or UTA duty days.

6.3.1.1. Week 1: Services, Comm Radio, , Aerospace Ground Equipment (AGE), , , Tool Crib, and.

6.3.1.2. Week 2: Flight Line, Fuels

6.3.1.3. Week 3: , Aircrew Equipment , Structural Repair and Munitions.

6.3.1.4. Week 4: , , Metals Tech, Non Destructive Inspection (NDI), Security Police, and Trans.

7. The Work Center (Zone) Supervisor's Responsibilities:

- 7.1. Inform employees of all operating procedures for IP53.
- 7.2. Ensure all HAZMATS for the zone are properly managed.
 - 7.2.1. Ensure all zone kits are inventoried every month in accordance with this operating instruction.
- 7.3. Ensure all hazardous waste (HAZWASTE), for the zone is properly managed.
- 7.4. Brief personnel on their workplace specific spill plan.
- 7.5. Establish minimum on-going materials usage requirements and update the Work Center AUL as necessary.
- 7.6. Ensure all assigned Work Center personnel receive all required training.
- 7.7. Inform the IPM of any changes of employees in their Work Center. Review and validate AUL and employee assigned listings quarterly. Ensure all employees process in and out through the IP.
- 7.8. Fill out a memorandum for record for unaccountable HAZMATs to explain why the Work Center cannot find the issued material. IPM will track these and inform commanders if problems continue to exist.
- 7.9. Ensure AF Form 3952's are submitted for all new materials required and any new processes.

8. The Zone User Responsibilities:

- 8.1. Ensure the HAZMAT is used only in the process for which it has been approved and authorized.
- 8.2. Work Centers are responsible for maintaining shelf life requirements for products in their respective kits.
- 8.3. Return all materials, to include empty containers, to the issue point upon completion of use. If the container is empty, the IP53 personnel will process the appropriate transaction to clear the designated tracking system of issued material. Once the container is processed through the system it is disposed of according to local directives.
- 8.4. All Work Center users will be responsible for the proper use, storage, and knowledge of all HAZMATs issued to them. The IPM will help customers with any problems or questions concerning HAZMATs or HAZWASTE.

9. Deployment Procedures:

- 9.1. As soon as possible, IPM will be notified of deployment. The length of the deployment will determine the amount of hazardous materials to be deployed.
- 9.2. If possible, two weeks prior to deployment, 919TH Maintenance Squadron (919 MXS) Mobility POC will give the compiled list of hazardous materials to the IPM. The issue point personnel and the designated deployed issue point manager will take action to ensure the required amount of hazardous material is obtained for the deployment.
- 9.3. IPM will transfer all inventory to be deployed to IP53B Temporary Duty (TDY) material. All inventory consumed off station will be transferred to IP53C (consumed off

station). Reconciled inventory will be transferred back to IP53 for shelving and reissue. These actions must be completed within three days after return.

10. Hazardous Materials for Self-Help Projects:

10.1. No HAZMATs will be requested or ordered unless an AF Form 332, *Base Civil Engineer Work Request*, has been approved through all program requirements for Eglin AFB.

10.2. When performing a self-help project that requires the use of hazardous materials, approval must be received through the IP before the items are requested from self-help. This is mandatory since only approved items will be issued to the zone.

10.3. Civil Engineer (CE) Self-help will transfer the items to the appropriate IP at time of purchase. The user is then required to bring the items to the IP for issue through HMMS.

10.4. Self Help Government Purchase Card (GPC) purchases are approved only through the IP.

10.5. All items will be cleared through the IP upon completion of the project to include all empty containers.

11. Universal Waste Regulated Products; Batteries, Mercury Containing Lamps, and POL's.

11.1. Universal waste batteries are a part of every office on base. All batteries "MUST" have all terminals taped to prevent contact with other battery terminals.

11.1.1. Non-Spillable Lead Acid Batteries: Battery back-ups or UPC's contain a non-spillable lead acid battery. These batteries "MUST" be controlled as a universal waste once the battery has been deemed bad. A collection point has been established at the IP for lithium batteries and must be used.

11.1.2. Lithium Batteries: A collection point has been established at the IP for lithium batteries and must be used.

11.1.3. Nickel Cadmium Batteries: A collection point has been established at the IP for nickel cadmium batteries and must be used. NOTE; All universal waste batteries will be removed from the unit in which they power and each placed separately into a zip lock bag to meet Department of Transportation requirements for transportation of Universal Waste Battery transport over United States highways.

11.1.4. Mercury Containing Lamps: A collection point has been established at the IP for mercury containing lamps and will be used by all persons.

11.2. POL's: Petroleum products to include spill pads and will be controlled as a special waste.

12. Pesticides Pesticides to Include Weed Killers: All pesticides and weed killers will be received from the IP and will be returned to the IP to include "H" Coded products not tracked in designated hazardous material tracking system. These items must be tracked for pesticides management tracking requirements.

13. "H" Coded Items. "H" coded items are items which have been designated as items not tracked by Eglin in the hazardous materials tracking system. These items may still be considered hazardous materials for other reasons. Just because an item is not issued through HMMS doesn't

classify it as a non-hazardous material. It is the shop supervisor's responsibility to ensure these items are managed in a way as to meet all compliance directives.

JAMES M PHILLIPSS, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-70, *Environmental Quality*, 20 Jul 1994

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFI 32-7086, Eglin Air Force Base Supplement 1 *Hazardous Material Management* 04 November 2010

29 CFR 1910.1200, *Hazard Communication*,

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 3952, *Chemical Hazardous Material Request Authorization Form*

Abbreviations and Acronyms

AAC—Air Armament Center

AFB—Air Force Base

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AGE—Aerospace Ground Equipment

AUL—Authorized Users List

CE—Civil Engineer

CFR—Code of Federal Regulation

EM—Environmental Management

GPC—Government Purchase Card

HMC—Hazardous Material Cell

HAZCOM—Hazard Communication

HAZMART—A facility or location where HAZMAT is centrally managed

HAZMAT—Hazardous Materials

HAZWASTE—Hazardous Waste

HMMS—Hazardous Material Management System,

IAW—in accordance with

IP—Issue Point

IP53—919 SOW Issue Point

IP53B—Issue Point used in HMMS for items TDY

IP53C—Issue Point used in HMMS for items consumed TDY for tracking purposes

IPM—Issue Point Manager

MSG—Mission Support Group

MSDS—Material Safety Data Sheet

MXS—Maintenance Squadron

NDI—Non Destructive Inspection

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

SNC—Sierra Nevada Corporation

SOW—Special Operations Wing

TDY—Temporary Duty

ZONE—Work Center

Terms

Authorized Users List (AUL)—The list of all completed AF Form 3952 authorizations, as recorded in the standardized Air Force HAZMAT tracking system, for installation-level work areas to use specific HAZMAT in specific processes (so long as the conditions described in the AF Form 3952 authorization remain unchanged).

Hazard Communication (HAZCOM)—The OSHA Hazard Communication Standard found in 29 CFR 1910.1200 requires supervisors to inform the workers they supervise of the occupational safety and health hazards of chemicals used in the workplace and the proper procedures and equipment to use to minimize the risks of injury or sickness.

Hazardous Material (HAZMAT)—For purposes of this Air Force Instruction (AFI), the term HAZMAT includes all items (including medical supply items with the exception of drugs in their finished form and pharmaceuticals in individually-issued items) covered under the Emergency Planning and Community Right-to-Know Act (EPCRA) (or other host nation, federal, state, or local) reporting requirement, the Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) Standard, and all Class I and Class II Ozone Depleting Substances (ODS). It does not include munitions.

Hazardous Waste (HAZWASTE)—Any material subject to the hazardous waste manifest requirements of Environmental Protection Agency specified in 40 CFR Part 262 and meets the definition in 40 CFR § 261.3 according to AFI 32-7042, Solid and Hazardous Waste Compliance.

HAZMART—A HAZMART is the “customer service desk” for the IHMP, and is the only entity on an installation authorized to issue government-owned HAZMAT. At a minimum, a

HAZMART is a facility or location where customers can receive support for obtaining HAZMAT, and where HAZMAT are managed and tracked. A HAZMART is intended to be the primary location on an installation where personnel stock, store, issue, and distribute HAZMAT. The HMMP team may designate additional unit-controlled supply activities as HAZMARTs, performing all the functions of the primary HAZMART. The HAZMART responsibilities include the receipt and entry of data on Government-wide Purchase Card purchases of HAZMAT and the receipt and entry of data on contractor usage of HAZMAT.

Process—A uniquely defined “unit of work” bounded by (1) ESOH regulatory drivers, and (2) hazard recognition, evaluation, and control. Shops provide the TO number, title, page, and paragraph information that identify the work “step” in an overall process. However, this information is captured only as a “driver” for the identified process; TO “steps” are not the sole determinants in defining a process.

Process-specific Authorization—One of the two types of BE, SE, or CE approvals to authorize the use of a given HAZMAT. Process-specific authorizations approve the use of a particular HAZMAT in a given process in specified amounts.

Recycle—The process that transforms recovered materials into new or usable products.

Requiring Document—The document that requires the use of the requested HAZMAT in a work area. The requiring document will be a TO, owner/operator manual, work specification, or drawing.

User—Anyone or any organization utilizing hazardous material in the performance of their Air Force mission.

Work Area—A definable location where personnel perform work. This can be outdoors (e.g., an aircraft trim pad) or indoor; administrative or industrial; or any installation-level location where a hazardous material is used in the performance of a specific process. Synonymous with work center.